



*Are you a collaborative and passionate leader who inspires staff, customers and the community?*

*Are you a subject matter expert in public libraries, intellectual freedoms, accessibility and grant applications?*

*If you answered 'YES', then we may be looking for you!*

The Westlock Libraries, serving the Westlock, Jarvie and Fawcett communities, is looking for an experienced people leader who is an exceptional communicator to engage the staff, community and volunteers while leading projects to further build a community to fill the role of Library Director.

**About the Role:**

The Library Director is the liaison between the Library Board, the Staff and the Community who collects, interprets and utilizes statistical data to enhance services that are relevant to the community residents and visitors.

As the Library Director, you will be responsible for total Library operations and achieving goals and objectives set out in the Plan of Service. This includes, but is not limited to:

- Develop strategic and operational planning of the library,
- Manage recruitment, development and evaluation of staff,
- Innovatively promote and enhance the library and its services,
- Manage the library board budget and work with the board and municipality to maintain the library and its facility,
- Attend and administratively support the Board and committees in meetings while sharing information to inform effective decision making,
- Maintain positive relationships with the community and staff of the Westlock Libraries,
- Research and manage all grant applications, communications and disbursements,
- Manage the library in accordance with relevant regulations, policies and procedures.

**What you Bring to the Role:**

You are an exceptional coach and motivator to your team.

You are a problem solver who is innovative and analytical when preparing solutions.

You are diplomatic, collaborative and committed to supporting a respectful and accountable environment.

Time management is your thing! You are organized and effective at managing multiple tasks and projects at once.

You also have a strong commitment to Intellectual Freedoms and Diversity and Inclusion to library services and programs.



### Competencies We Are Looking For:

**Behavioural** – Organization, Relationship Generation/Building, Strategic Thinker, Service Minded Leader, Interactive Communication

**Technical** – Knowledge of the Library’s fiscal position, Library Automated Systems, Subject Matter Expertise

**Communication** – Engaging presenter, Professional and Persuasive Grant Writer, Effective both written and verbally.

**Education** – ALA accredited Master’s degree in Library and Information Sciences. Minimum three (3) to five (5) years of management experience involving coaching, development, and full responsibility of human and financial resources.

For a complete job description, please reach out to [westlocklibraryboard@gmail.com](mailto:westlocklibraryboard@gmail.com).

The salary range for this position is **\$65,000 – 75,000** and is based on qualifications and experience. The position is full-time, working 37.5 hours per week with some nights and weekends required and comes with a comprehensive benefits package. After successful completion of the probationary period, this position will be open to a hybrid work arrangement.

A satisfactory Criminal Record Check (with Vulnerable Sector) and possession of a valid driver’s license will be required.

### Apply:

If you’re interested in our position, we would love to get to know you. Please send a **cover letter**, explaining how you would use your experience to serve the Westlock Libraries and your **resume** to [westlocklibraryboard@gmail.com](mailto:westlocklibraryboard@gmail.com).

The board will be accepting applications until a suitable candidate is found.

While we appreciate the interest, only candidates who are chosen for an interview will be contacted.